



Want to scan documents?

Brighton Area Schools

Below are step by step directions on how to scan documents through the copy machine.

Video Tutorials

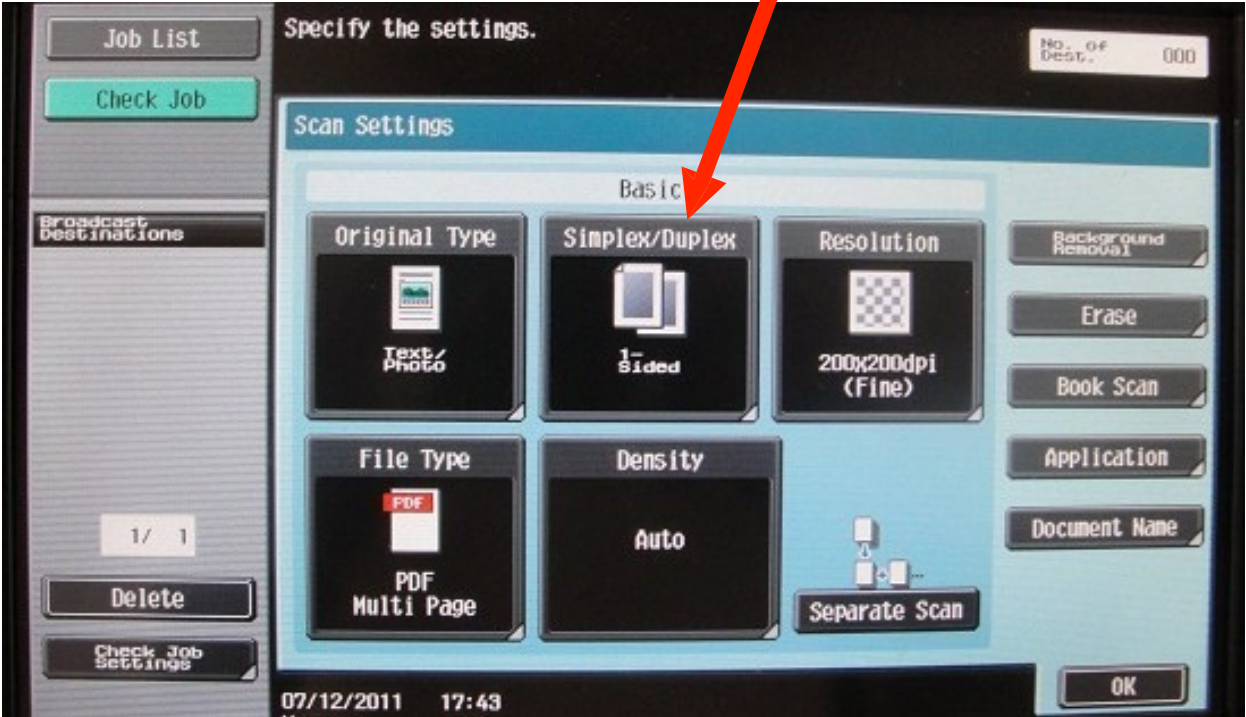
- How to use the scan function on the copy machine-

http://youtu.be/6d2aKGmO2fA?list=UUhnEKmChC_MthmBA20UyF1w

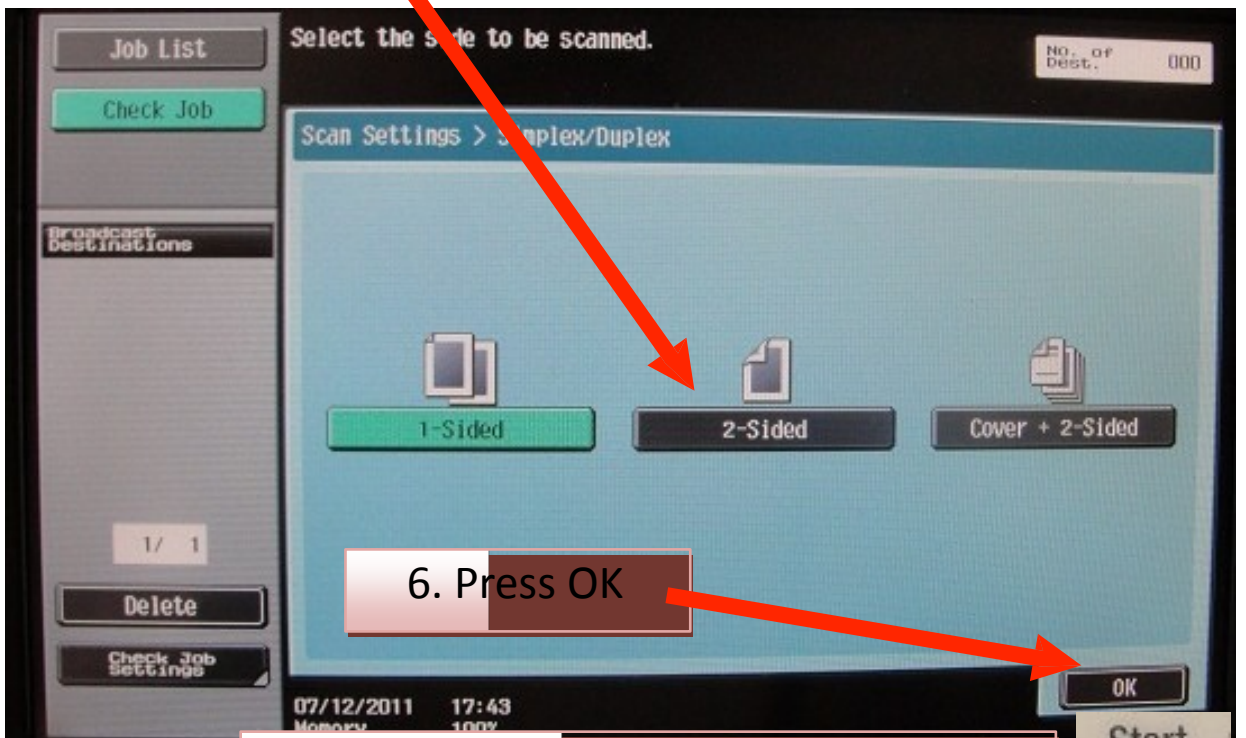
- How to import your PDF to ActivInspire.

http://youtu.be/Zm3RmBiN5HI?list=UUhnEKmChC_MthmBA20UyF1w

4. If your document is 2-sided select Duplex



5. Then select 2-sided



6. Press OK

OK

7. Press Start to scan your document

